

# Finding and Using Graduate Student Resources

## Objectives

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1. Review resources and tips specifically tailored to graduate student career development and employment options.
2. Prepare for work in academia or develop a non-academic job search strategy.
3. Find information and resources to develop and use professional materials.
4. Learn how to interview, negotiate job offers, and market your graduate degree to employers.

## Professional Materials

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Whether you are pursuing a tenured faculty position or looking for a job outside of academia, developing professional materials is a critical component of any job search strategy. You may need to prepare a curriculum vitae (CV), convert an existing CV to a résumé, write cover letters, develop research or teaching statements, or prepare a dossier of your credentials. Review The Career Center's "Writing a Curriculum Vitae," "Writing a Résumé," and "Writing Effective Letters" guides at [career.fsu.edu/Resources/Career-Guides](http://career.fsu.edu/Resources/Career-Guides) or visit The Career Center to speak with a career advisor if you would like assistance with preparing these materials.

## Academic Job Search

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If you would like to pursue a career in academia after completing your graduate degree, there are several things to consider while evaluating your options. Do you want to focus on research or teaching? Where are academic positions posted? One way to begin acquiring this information is to begin networking with people in your department and field. You may also want to refer to your professional association's website. The following websites provide helpful information for pursuing an academic career and include academic job postings:

- [www.insidehighered.com](http://www.insidehighered.com): Academic career advice and higher education job postings
- [www.academic360.com](http://www.academic360.com): Collection of resources gathered for the academic job hunter

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## Additional Career Center Library print resources:

*Academic Job Search Handbook.....* V H41  
*PhD handbook for the academic job search.....* VD C6  
*Career Development in Higher Education.....* IIIA S2  
*The Compleat Academic: A Career Guide...IIB 19-3030* D3  
*Aspiring Academics: A Resource Book for Graduate Students and Early Career Faculty.....* IIB 11-9033 S6  
*Tomorrow's Professor: Preparing for Academic Careers in Science and Engineering.....* IIB 25-1000 R45

## Jobs Outside of Academia

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Some students graduating with upper-level degrees choose to work outside the "ivory tower" of academia. Maybe you desire to work within the government, nonprofit, public, or private sector. The following websites contain helpful information and links to job postings outside of academia:

- [www.versatilephd.com](http://www.versatilephd.com): Informational site about academic employment realities and non-academic career options. Go to [gradschool.fsu.edu](http://gradschool.fsu.edu), click on the "Professional Development" drop-down, and select "Versatile PhD." You will need to verify your identity to access the information.
- [www.careerchangeforacademics.com](http://www.careerchangeforacademics.com): Advice and resources for academics wishing to leave the ivory tower

## Additional Career Center Library print resources:

*Outside the Ivory Tower: A Guide for Academics*  
*Considering Alternative Careers*.....IB N4  
*The Idealist Guide to Nonprofit Careers for*  
*Sector Switchers*.....IIB 11-9151 P32  
*The Complete Job Search Handbook*.....VD F5  
*Job Hunter's Sourcebook*.....VIA L3  
*Guide to Working With Executive Recruiters*.....VD K42

## Postdoctoral Positions

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A postdoctoral internship (postdoc) is often required for tenure-track faculty and related positions. Students planning to work outside of academia may also wish to complete a postdoc to gain experience and work toward licensure. Many times, the best way to obtain a postdoc position is by networking with people in your field and talking with your advisor or other professors. The following websites may be helpful in obtaining information and finding postdoctoral position listings:

- [www.nationalpostdoc.org](http://www.nationalpostdoc.org): National Postdoctoral Association
- [www.postdocjobs.com](http://www.postdocjobs.com): Postdoctoral position postings
- [www.phds.org](http://www.phds.org): Links to postdoctoral job postings

## Interviewing and Negotiating

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Whether you are planning a career within or outside of academics, learning to interview and negotiate job offers effectively will be a crucial step to securing the position you want. Once invited to interview, it is important to know what to expect in terms of the length, agenda, travel arrangements, and technology available. Be prepared to give a presentation or seminar on your research or teaching philosophy. Once you have been offered a position, it will be time to negotiate the details, and knowing how to do so effectively will be beneficial. To learn more about these processes, review The Career Center's guides on "Interviewing for a Faculty Position," "The First Job Interview," and "Negotiating Job Offers" available at [career.fsu.edu/Resources/Career-Guides](http://career.fsu.edu/Resources/Career-Guides).

## Networking

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Connecting with fellow graduate students and experts is another important step in the career development of any professional, especially for those pursuing advanced degrees. Building a network of colleagues will allow you to find the answers to

many difficult questions and will add support to your navigation of graduate school and beyond. The following resources will help you connect with other graduate students around the country and obtain expert advice from mentors online:

- [www.gradshare.com](http://www.gradshare.com): Graduate student online community containing expert advice and helpful information
- [www.phdData.org](http://www.phdData.org): Dissertation database and meeting place for researchers
- [www.gradresources.org](http://www.gradresources.org): Survival tips, crisis line, and online mentors for graduate students

Various academic departments have graduate student organizations that provide information and resources relevant to your particular field of study. Academic departments may also have advisory groups and may schedule workshops or tutorials on preparing for presentations or writing for publication. See [gradschool.fsu.edu](http://gradschool.fsu.edu) for more information.

## Professional Associations

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Joining professional associations is a great way to network and get involved as a graduate student and as a professional in your field. Some professional associations specifically designed to help graduate students include:

- [www.asgs.org](http://www.asgs.org): Association for the Support of Graduate Students
- [www.gwis.org](http://www.gwis.org): Graduate Women in Science
- [www.theleadershipalliance.org](http://www.theleadershipalliance.org): Academic consortium dedicated to the development of leaders in academia, business, and the public sector
- [www.nagps.org](http://www.nagps.org): National Association of Graduate and Professional Students
- [www.nbgsa.org](http://www.nbgsa.org): National Black Graduate Student Association
- [www.nationalpostdoc.org](http://www.nationalpostdoc.org): National Postdoctoral Association

## Additional Career Center Library print resources:

*National Trade & Professional Associations*  
*of the U.S.*.....VIE N3

You can also find relevant professional associations in the Gale Directory Library database available through the FSU library website:  
<https://www.lib.fsu.edu>.

## **Financial Aid Resources**

The FSU Graduate School has information on funding, awards, and grants for students. See [gradschool.fsu.edu/funding-awards](http://gradschool.fsu.edu/funding-awards), and click on the “Graduate School Fellowships” link for a list of fellowship opportunities. Other online resources:

- [www.cgsnet.org](http://www.cgsnet.org): Council of Graduate Schools; find fellowship opportunities under “Resources for Students” tab
- [www.gradsense.org](http://www.gradsense.org): Provides students with interactive tools and information relevant to financial issues in higher education, including the value of pursuing an advanced degree, loan repayment, and navigating the transition from student to career professional
- [www.gradschools.com](http://www.gradschools.com): Provides information on financial aid, resource providers, assistantships, fellowships, scholarships, and more

### **Additional Career Center Library print resources:**

*Peterson’s Scholarships, Grants, & Prizes.....IIIF P4*  
*Graduate School on a Budget.....IIIC G55*

Additional information is available through the Office of Graduate Fellowships and Awards and Gradspace, both found under the “Organizations” tab in Blackboard.

## **Marketing Your Skills**

Developing a portfolio is an excellent way to document and emphasize your skills. A portfolio may include your résumé, transcripts, licenses or certifications, letters of reference, and work samples. Depending on your profession and graduate program, specific items can be added to provide an accurate representation of your knowledge and abilities. The FSU Career Portfolio system at [portfolio.fsu.edu](http://portfolio.fsu.edu) is an online tool to assist you in building your portfolio. To learn more about developing your online portfolio, review the “Career Portfolio User’s Guide” and “Using Career Portfolio in an Academic Job Search” guides at [career.fsu.edu](http://career.fsu.edu).

## **University-Wide Resources**

Florida State University provides a number of resources and programs to assist current/prospective graduate students with their career development.

### **Gradspace**

The Graduate School hosts a Blackboard site specifically designed to assist graduate students, which is located under the “Organizations” tab. Information and resources are offered on topics

related to: funding and awards, policies and procedures, theses and dissertations, professional development, scheduled events and workshops, and graduate student life.

### **The Program for Instructional Excellence (PIE)**

PIE offers many resources for graduate students who act as teaching assistants in their respective academic departments. Some of the opportunities that PIE provides include teaching conferences, workshops, a teaching associate program, individual consultation, observation, and an online resource center. For more information, call (850) 644-8004 or visit [www.pie.fsu.edu](http://www.pie.fsu.edu).

### **Preparing Future Faculty (PFF)**

PFF helps students prepare for future faculty positions. PFF fellows increase their awareness of expectations for faculty performance and resources available to aid in scholarly careers. For additional information about PFF, visit the Preparing Future Faculty section of the Graduate School’s website at [gradschool.fsu.edu](http://gradschool.fsu.edu) or contact Dr. Judith Devine by phone at 644-3501 or email at [jdevine@fsu.edu](mailto:jdevine@fsu.edu).

### **Professional Development Workshop Series**

The FSU Graduate School offers a series of workshops on a variety of topics for graduate students. For a list of scheduled workshops, visit the Professional Development section of the Graduate School’s website at [gradschool.fsu.edu](http://gradschool.fsu.edu).

### **The Congress of Graduate Students (COGS)**

COGS is the student government organization for graduate students. They provide funding and support for participation in academic conferences, dissertation research, childcare, and graduate student organizations. The office is located in Room 245 of the Student Life Building. For more information, visit their website [www.sga.fsu.edu/cogs](http://www.sga.fsu.edu/cogs), or call (850) 644-7166.

## **International Graduate Students and Relocators**

The Florida State University Center for Global Engagement, located at 110 South Woodward Avenue, offers an array of services, including F1, J1, and H1-B Visa information, a scholar exchange program, relocation information, conversation clubs, and a variety of events and workshops. Call 645-1424 or visit [www.cge.fsu.edu](http://www.cge.fsu.edu) for more information.

As an international graduate student at FSU, you might want to review The Career Center's guide on "Searching for a Job as an International Student" at [career.fsu.edu/Resources/Career-Guides](http://career.fsu.edu/Resources/Career-Guides).

Another helpful resource is GoinGlobal, a website hosted by The Career Center that contains job and internship postings abroad. Also included is an international employer directory, career guides specific to different countries, and H1-B Visa information. GoinGlobal is available through Secure Apps on Blackboard. If you are planning to relocate, learning about the geographic areas you are considering for employment possibilities will assist you in making a well-informed decision. The following relocation websites may also be helpful:

- [www.bestplaces.net](http://www.bestplaces.net): Information on cost of living, jobs, city guides, and results from various studies
- [www.movers.com](http://www.movers.com): Local, long-distance, and international relocation tools, including moving guides
- [www.homefair.com](http://www.homefair.com): City reports, moving planners, and financial calculators

**Additional Career Center Library print resources:**

*Places Rated Almanac*.....VID U.S. B6  
*Kiss, Bow or Shake Hands*.....VIC M56  
*Jobs and Careers Abroad*.....VIC L4  
*Hoover's Handbook of World Business*.....VIC H6

**Life Changes and Transitions**

The Career Center also offers a variety of resources that pertain to life changes and career transitions which you might find valuable during the transition to or from graduate school. Speak with a career advisor at The Career Center if you have questions about this transition or would like to make an action plan for navigating the change effectively.

**Additional Career Center Library print resources:**

*What Color is Your Parachute?*.....IA B6  
*Wishcraft: How To Get What You Really Want*.....IA S5  
*Career Change*.....IB H4  
*Women in Career & Life Transitions*.....IG4 A5  
*Expert Résumés for Career Changers*.....VA E51

**Summary**

This guide provides tools to help you make a smooth transition to the next stage of your career. We hope you found information and resources to help you develop and use professional materials, prepare for and obtain work in academia, develop a non-academic job search strategy, find internships and postdoctoral positions, interview for jobs, negotiate job offers, network with fellow students and experts, market your skills to employers, use other resources through the University, and survive graduate school.

\*\*The websites listed in this guide are meant to be helpful resources, providing supplemental information to assist graduate students with their career development. However, the inclusion of these links should not be interpreted as an endorsement by The Career Center. We encourage you to seek additional online and print resources, or stop by to speak with a career advisor further.\*\*



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